

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

February 05, 2018 – 4:00 P.M. – Troutman Town Hall

Council Members Present: Mayor Teross W. Young, Jr.; W. Paul Henkel; Judy Jablonski, Sally P. Williams; James K. Troutman; Paul R. Bryant

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Steven H. Shealy, Finance Director; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Adam K. Lippard, Public Works Manager; Emily M. Watson, Parks and Recreation Coordinator

Press Present: Debbie Page, SVL Free News
Jessica Osborne, Statesville Record and Landmark

Others: (Sign-In sheet is attached to these minutes)

I. MAYOR TEROSS W. YOUNG CALLED THE MEETING TO ORDER

Adjustment(s) to the Agenda:

- **Addition: Hold Closed Session Pursuant to NCGS 143-318.11(a)(5) to Discuss Acquisition of Real Property as Item IV on the agenda.**

II. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

- Council member Bryant thanked the Public Works Department for a great job in dealing with the ice and snow over the last 30 days.
- Council member Williams asked for clarity regarding the process of cleaning roots out of the sewer. Public Works Manager Adam Lippard responded that on the average, a half day a week is spend in root removal; Georgie Street was just completed. He stated that the state requirement is 10% a year, but the Department tries to perform beyond the requirement at 20-21% a year.
- Mayor Young
 - Informed Council of a request made by the Troutman Rotary Club for the Town's assistance/support to reviving the Troutman Independence Day Festival to be held at the Fairgrounds between the time of the parade and the fireworks by providing law enforcement and funding in the amount of \$5,000 for the event. Council members inquired as to where the funds would come. Finance Director Steve Shealy stated that there is an extra \$8,000 in ad valorem taxes of which \$5,000 could be appropriated into Special Events line item. Mayor Young stated that assistance will also be provided by sponsors and other organizations/clubs and proceeds are allocated for non-profit organizations within the Troutman community. Council members were in agreement that the event would benefit the community.

Motion by Council member Jablonski, seconded by Council member Henkel, to approve Budget Amendment in the amount of \$5,000 for purpose of supporting the Independence Day Festival was made. . . . Prior to the vote, Council member Williams suggested the festival be held closer to downtown commenting on the first year when the festival was held along Eastway Drive immediately following the Independence Day parade. Council members liked the suggestion, but traffic issues were a concern. Council member Jablonski commented that having the event along Eastway this year may be short notice for the organizers. Mayor Young stated that he would present the suggestion to the Rotary Club; if not permissible this year, it is definitely something to look into for next year.

The prior motion was amended with the following motion:

*Upon motion by Jablonski, seconded by Council member Henkel, and unanimously carried, approved Budget Amendment in the amount of \$5,000 for purpose of supporting the Independence Day Festival; event venue to be determined.

B. Business from Staff

1. Discussion Regarding a Request for Joint Maintenance and/or Accepting Legend Lane as a Town Street, (*Don Thompson, Executor of Donald Goforth Estate*)

Mr. Don Thompson, Executor of Donald Goforth Estate addressed the Council with a request for joint partnership with the Town in graveling Legend Lane. He explained that Legend Lane, located behind the Fairgrounds Shopping Center that was owned by Mr. Goforth, is in very bad need of maintenance due to large potholes. Mr. Thompson stated that the Town has a pump station located at the end of Legend Lane and uses Legend Lane as an access road. He asked if staff could possibly look at the road and get estimates for grading and gravel. Mayor Young asked Public Works Manager Adam Lippard to report back to Council at their February 8th meeting with feedback/estimate regarding repairs.

(Copied in full, UDO Appendix B is filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

2. Discussion Regarding a Town of Troutman Mission Statement, (*Dr. Tom Barth, MPA Director, UNC Charlotte*)

Dr. Tom Barth, MPA Director, UNC Charlotte presented a brief review of feedback from previously held sessions with Council and town staff regarding core values and crafting of a mission statement. He stated that the proposed mission statement (which was read aloud) was guided by the core values and principles that resulted from the sessions. Town Manager Justin Longino stated that once the public survey's from the Open House that is to be held on February 13th are completed, he will make adjustment to the document for discussion at Council's Planning Retreat scheduled to be held at Lake Norman State Park's Visitor's Center on February 16th. Dr. Barth suggested that Council take one last review before the retreat to make sure that the spirit of the town is captured and that it reflects what Council wants to be as a Town government. He stated that the statement should be a living and breathing document recommending that multi-level/cross functional task forces/teams be established for continued examination and reinforcement of the Town's core values.

(Copied in full, mission/vision statement and core values are filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

3. Discussion of a Request for Street Lights in Parkwood at Falls Cove

Town Manager Justin Longino informed Council that Falls Cove POA voted and approved to pay for an additional 8 street lights at a cost of \$8,600 including installation and decorative adder. Once installed and taken over by the Town, it will add the cost of \$21.38 per light to the Town's monthly bill per Duke Energy. A map showing the placement of the existing 9 lights and additional 8 lights was provided to Council and reviewed.

Council was in agreement to proceed with the installation of the requested additional 8 lights directing Town Manager Longino to bring back a contract with Duke Energy for their consideration.

(Copied in full, proposed street light map is filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

4. Discussion of Greenway and Bus Stop Lighting

Resulting in a meeting with a representative of Duke Energy regarding lighting for the designated CATS-Park and Ride on Julian Place, Town Manager informed Council that the closest power pole is located on Hwy 21 at the Stop-n-Save, and that an easement would be needed from the Stop-n-Save or adjacent property for installation of a light. Cost for a decorative lighting would be \$26.49 per month; a wooden pole would cost \$19.86 per month. Town Manager Longino stated that he is working to find the owner of Stop-n-Save to obtain the easement. Council member Henkel questioned if one light would be enough in efforts to ensure safety. A brief discussion was held regarding the total number of lights that would be needed and the spacing between each. Mayor Young requested that Town Manager Longino bring back a proposal for the total cost of lighting for three wood poles (spaced approximately 200 foot apart).

Town Manager Longino advised that the cost would be the same for lighting on the new South Iredell High School (SIHS) Greenway and the Richardson Greenway extension north. In spacing the lights 200' apart, the greenway from Eastway to Barium Springs (4500') would require 22-23 lights, and the SIHS Greenway (3500') would require 17-18 lights. Duke Energy would need to obtain a separate right-of-way. Council member Bryant asked if leftover grant funds could be used on the cost for installation of the greenway lights. Planning Director Erika Martin stated that the grant for the "Greenway Gap" is closed out, but she will check into the SIHS Greenway grant to see if it would be allowed. In efforts to reduce the Town's cost, Council member Bryant also suggested contacting the county for a possible partnership. Town Manager Longino stated that he would explore the option. Mayor Young suggested that the distance between lights could be spaced further apart to reduce cost.

Council was in agreement that Town Manager Longino research reducing the amount of lights, depending on the amount of light each produce; contact the county regarding interest in partnering with the Town; provide a map displaying where the poles would be located on the greenways; and clarification of the final cost on a monthly and annual basis.

(Copied in full, pole location map for Julian Place is filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

5. Discussion Regarding Time Limits for Speakers at Town Council Meetings (Policy #51)

Town Manager Justin Longino stated that the proposed policy (requested by Mayor Young) was created from researching policies of neighboring cities in effort to provide formal guidelines/rules and time limits for people who wish to speak. The policy regulates public comments to 3 minutes, comments during public hearings-5 minutes, and presentations-10 minutes. The proposed policy also references that the Mayor may establish that a maximum of 3 speakers may address Council on any one subject.

Following a brief discussion, Council agreed to amend Policy #51 to increase the maximum number of people that address the Council on any one subject from 3 speakers to 10 speakers.

*Upon motion by Council member Troutman, and seconded by Council member Jablonski, and unanimously carried, approved Policy #51 as amended above.

In effort to make the public aware of Policy #51, it will be available for pick up in the Town Hall lobby, posted of the Town Hall bulletin board and website, and placed on the podium in the Council Chambers.

(Copied in full, proposed Policy #51 is filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

6. Discussion Regarding Distribution of ABC Store Profits

Town Manager Justin Longino stated that upon receiving the check from the ABC Store at last month's meeting, he and Finance Director Steve Shealy reviewed how municipalities are allowed to distribute profits along with reviewing the Town's existing Resolution (Res. 04-16) of how the profits are to be distributed. During that review it was discovered that state General Statutes do not specify whether municipalities can or cannot distribute funds to schools or local public library's and for municipalities and if it is not spelled out, therefore it cannot be done. He stated that J. Hoyt Hayes Memorial Troutman Library, who is designed to receive a share of the profits, does not have a general fund; therefore as the resolution stands, the funds would go to the County Library's general fund. Parks and Rec. Coordinator Emily Watson pointed out that the current Resolution allocates a portion of the profits going to Troutman ESC Park which would limit the proceeds to be used for other recreational uses and/or future park facilities.

Town Manager Longino recommended that to correct the above issues, the Resolution would need to be amended by reallocating the distribution to the Troutman Library to the Troutman Friends of the Library who would in turn distribute the funds to the Troutman Library, and change the distribution to the ESC Park to read Troutman Parks and Recreation. In addition, Town Manager Longino recommended that the Mayor sign a letter to the ABC Commission requesting that the Troutman ABC Board distribute directly the ABC Store profits to all allocated participants in order to stay in compliance with the state statutes. If Council approves the amendments as presented, the amended Resolution will be sent with the request letter to the ABC Commission for approval. Mr. Layton Getsinger, ABC Board Chairman is in agreement with this request.

Council was in agreement that staff prepare a resolution as presented above for their consideration at their regular scheduled meeting of February 8, 2018.

(Copied in full, ABC Commission request letter, Res. 04-16 is filed on CD titled: "Town Council Supporting Documents" dated February 5th, and February 8th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

7. Reminder(s): Upcoming Meetings

- Town Hall Open House (February 13th, 2018 – 6pm)
- Annual Planning Retreat (February 16th, 2018 Lake Norman State Park Visitors Center – 9am-4pm)

III. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF FEBRUARY 08, 2018, (Justin Longino, Interim Town Manager)

*****See Draft Agenda *****

The following items were discussed and/or reviewed...

Consent Agenda:

Item 9. Approval of Preliminary Plat for Sutter's Mill 2

Planning Director Erika Martin requested to remove from the Consent Agenda and added under "New Business" on the regular agenda. She stated that the request for approval of the plat be contingent upon a connectivity issue being resolved.

New Business:

Item 15. Text Amendment to the Unified Development Ordinance (UDO) - Rebalancing Planning and Zoning Board Membership, (TA-18-01)

Planning Director Erika Martin explained the purpose of the text amendment stating that due to recent calculations the population in the Town's ETJ being greater than the population in Town limits, General Statute require the Planning and Zoning Board has to be rebalanced by reducing the inside membership and increasing the ETJ membership. In doing so staff and Planning and Zoning Chair, Layton Getsinger recommend that Louis Weeks (most Junior. member) be removed as inside alternate and Karen VanVliet (full inside member) move to the inside alternate position. Following a discussion regarding the need for additional research concerning the matter, Council was in agreement to revisit this item next month. Planning Director Martin suggested that due to the advertisement of the Public Hearing, that Council address moving the item to the following month at the February 8th Council meeting.

Town Manager stated that since Item 15 is going to be removed from the agenda, Item 16. Consider Removal of Current Inside Alternate Louis Weeks and Appointing Karen VanVliet (current inside member) to the Inside Alternate Position should also be deferred. Council was in agreement.

IV. CALL FOR CLOSED SESSION PURSUANT TO NCGS 143-318.11(a)(5) TO DISCUSS ACQUISITION OF REAL PROPERTY

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(5) to discuss acquisition of real property

*Upon motion by Council member Jablonski, seconded by Council member Bryant, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-318.11(a)(5) to discuss acquisition of real property.

Mayor Young opened the closed session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Erika G. Martin, Planning Director; Steven H. Shealy, Finance Director to join the Closed Session.

*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****


Mayor Young Closed the Closed Session

Reconvene Open Session

*Upon motion by Council member Williams, seconded by Council member Jablonski, and unanimously carried, approved to close the close session and reconvene the open session.

V. ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Williams, and unanimously carried, Agenda Briefing Meeting of February 05, 2018 was adjourned at 6:18 p.m.



Kimberly H. Davis, Town Clerk

(*) Motion

